



**State of New Jersey
Board of Public Utilities**

JOB VACANCY

DATE OF POSTING: September 26, 2006

DATE OF CLOSING: October 10, 2006

TITLE: Energy Program Representative 2

SALARY: \$41,108.31 – 61,030.46

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Clean Energy
Trenton Office

GENERAL DESCRIPTION: Under general direction of the Director of the Office of Clean Energy or other NJBPU delegated supervisory officials implements and advances the goals and objectives of the NJBPU Office of Clean Energy and the advice of the New Jersey Clean Energy Council for the deployment of energy efficiency technologies, renewable energy technologies and alternate fuels/alternative vehicle technologies.

This position assists in providing communications support for the Office of Clean Energy goals and objectives established with the Electric Discount and Energy Competition Act (EDECA – N.J.S.A.48:3-49 et seq.) for the energy conservation and renewable energy programs. Additional responsibilities include researching, developing and maintaining programs for all components and strategies of the Office of Clean Energy for all renewable energy (RE) technologies, energy efficiency (EE) technologies, alternate fuels (AF) and other related fields.

This position assists and works in conjunction with the NJBPU Office of Communications, developing a strategic plan to create and update as needed, a vehicle of outreach, education, communications and marketing of the goals and objectives of the Clean Energy Program using the web, various print and visual media and other marketing/communications venues. This includes review and evaluation of existing communications/marketing/outreach of Clean Energy Program in other states or at the federal level to develop an effective and efficient NJ program. This may include developing an interstate reciprocal marketing program, as appropriate. Support website design and implementation.

Candidate will be required to assist in marketing and communications for the Clean Energy Programs and the State Energy Program including but not limited to the Appliance Rebate Program, HVAC Rebate, Residential Low Income Program, Energy Star Homes, Appliance Cycling, Tree Planting, Commercial Construction Program, Business Retrofit, School Energy Efficiency, Renewable Energy Development, Infrastructure Development for Renewable Energy Businesses and Efficiency and Renewable Energy Financing to determine the most effective and efficient marketing, communications and outreach program for each individual program or collectively.

This position assists in the development of the Office's budget and contract management as it relates to communications, outreach and marketing strategies for the office and works directly with the Director or other NJBPU supervisory staff to review the adequacy of the budget in the State Energy Program and Clean Energy Program for outreach, education, communications and marketing of the Office's goals and objectives.

This position assists in the development and implementation of procedures and criteria for evaluation of the marketing, outreach and communications performance of the office and provides assistance in the marketing/communications analysis of the policy options for the Office and the Clean Energy Council.

This position will assist in the analysis of new legislation or regulations established within the Electric Discount and Energy Competition Act (EDECA) (N.J.S.A. 48:3-49 et seq) and policy and directives established by the Clean Energy Council as adopted by the Board.

This position will also provide other related marketing, outreach and communications duties as required consistent with the societal benefits charges established within the Electric Discount and Energy Competition Act (EDECA – N.J.S.A.48:3-49 et seq) and policy and directives established by the Clean Energy Council as adopted by the Board.

The successful candidate will have demonstrated strong technical communications skills; interpersonal, telephone and computer. Advanced database management, data report development, spreadsheet construction and word processing skills are mandatory.

REQUIREMENTS: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Two (2) years of professional experience in public, community or governmental relations.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

OPEN TO THE FOLLOWING: Open to BPU employees who are serving in a permanent capacity for an aggregate of at least one (1) year in any competitive title, preceding the posting date and must meet the requirements stated above.

PLEASE FORWARD RESPONSES VIA MAIL, FAX, OR EMAIL:

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